

Chapter III: Getting Started

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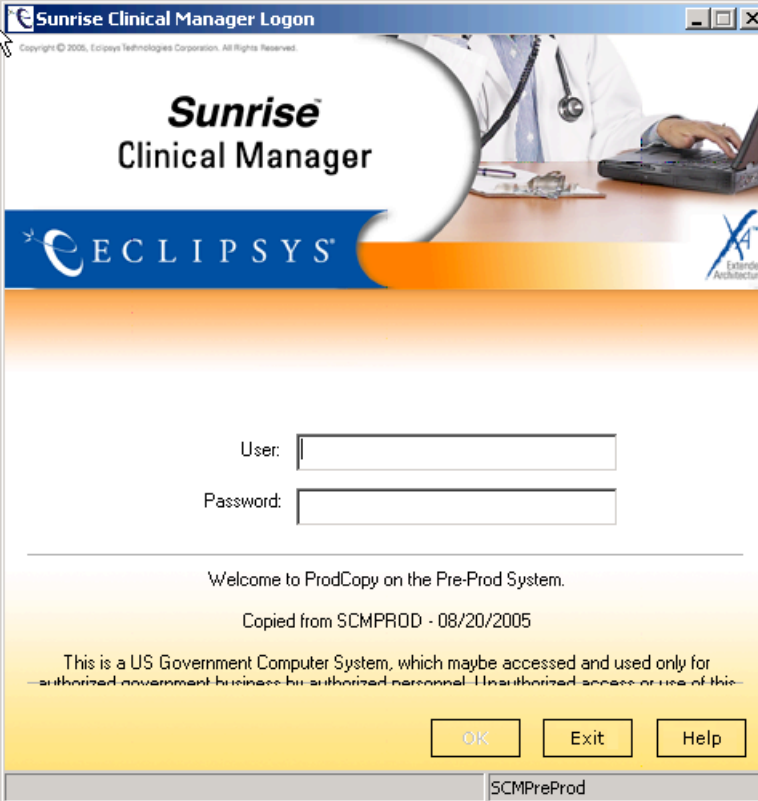
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Log on to CRIS

The **Logon** dialog box allows you to log on to or exit from CRIS. Logging on requires that you enter two pieces of information: your username and password.

The image shows a Windows-style dialog box titled "Sunrise Clinical Manager Logon". The title bar includes standard window controls (minimize, maximize, close) and a copyright notice: "Copyright © 2005, Eclipsys Technologies Corporation. All Rights Reserved." The main area of the dialog has a header with the "Sunrise Clinical Manager" logo and the "ECLIPSYS" logo. Below the header, there are two input fields: "User:" and "Password:". Underneath these fields, a message reads: "Welcome to ProdCopy on the Pre-Prod System. Copied from SCMPROD - 08/20/2005". A disclaimer follows: "This is a US Government Computer System, which maybe accessed and used only for authorized government business by authorized personnel. Unauthorized access or use of this...". At the bottom right, there are three buttons: "OK", "Exit", and "Help". The status bar at the very bottom of the dialog box displays "SCMPreProd".

Screen 3.1: CRIS Log on Screen

Steps to log on to CRIS

1. In the **User** field, enter your username in uppercase or lowercase letters.
2. In the **Password** field, enter your **Password** in uppercase or lowercase letters.
3. Click **OK**. If your username and password are correct, the system logs you on to CRIS.

Log off CRIS

When you have completed your work in CRIS, log off the system to prevent others from using your electronic signature.

Steps to log off of CRIS

1. From the **File** menu, choose **Log off**, or click the **Log off** icon on the toolbar.



Screen 3.2: Log off Icon

2. The **CRIS Log on** dialog box opens. You are now logged off.
3. To completely exit CRIS, click **Exit** on the **Logon** dialog box.

Automatic Logoff

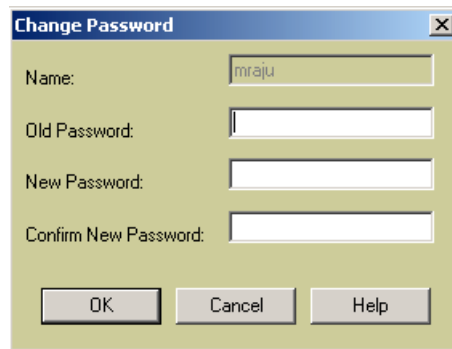
CRIS automatically logs you off of the system after 10 minutes of non-use. This prevents others from using the system under your password if you are forced to leave the system running.

Change Your Password

Passwords need to be between 6 and thirty (30) characters. You can use any characters including letters, numbers and symbols. You will be prompted to change your password the first time you log on and then every 180 days thereafter.

You use the **Change Password** dialog box to change your password. It opens automatically when you log on to CRIS for the first time or when your password expires.

To display the **Change Password** dialog box, from the **Preferences** menu, choose **Change Password**.



The screenshot shows a 'Change Password' dialog box with a title bar containing a close button (X). The dialog has four text input fields: 'Name:' with the text 'mrjau', 'Old Password:', 'New Password:', and 'Confirm New Password:'. At the bottom, there are three buttons: 'OK', 'Cancel', and 'Help'.

Screen 3.3: Change Password

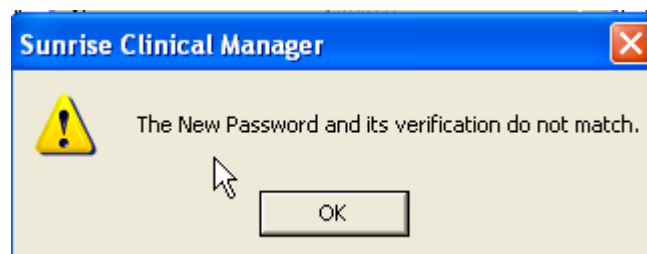
Steps to change your password

1. Type in your old password
2. In the **New Password** box, type a password of your choice. Passwords must be ***at least six*** (6) and no more than thirty (30) characters in length. Any combination of numbers, letters, and symbols can be used.
3. Re-type the new password again in the **Confirm New Password** box.
4. Click on **OK** to complete.
5. If you have correctly changed your password, a confirmation message will appear. Click **OK**.



Screen 3.4: Change Password Confirmation Screen

6. If you have not correctly changed your password, you will get an error message. Click OK and repeat the steps above.



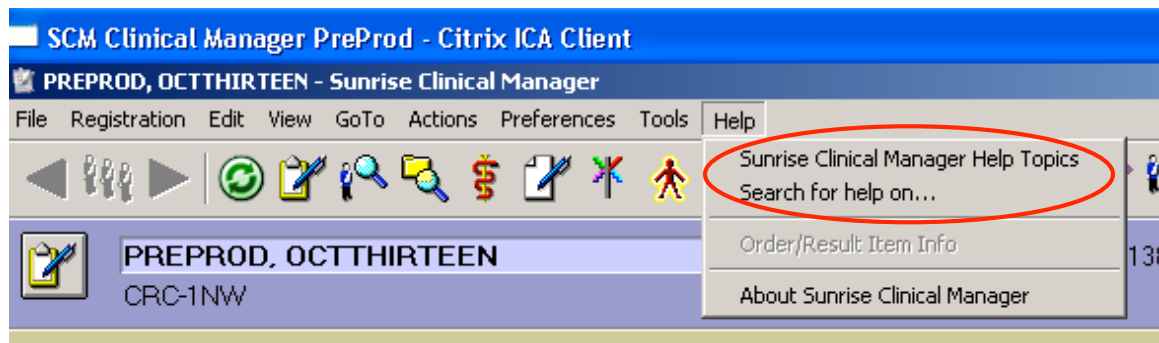
Screen 3.5: Change Password Error Message

Online Access to Help and Documentation

CRIS has context-sensitive help and online documentation, which provide quick search-by-topic capabilities.

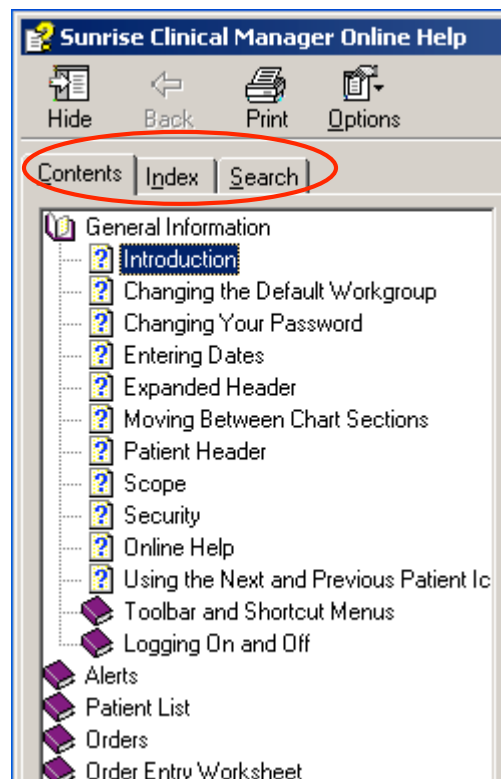
Help Topics from the Help menu.

Help is available via the Help option on the Menu. .



Screen 3.6: Help Contents

By clicking on the Sunrise Manager Help Topics or Search for help on..., you can search for help by contents, specific words in the index, or by typing in a question or phrase



Screen 3.7: Sunrise Clinical Manager Online Help